R E P O R T R E S U M E S

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POLICY AND PROCEDURE FOR A VOCATIONAL EDUCATION WORK-STUDY PROGRAM FOR SEVERELY MENTALLY RETARDED PUPILS.

SANTA CRUZ COUNTY SUPT. OF SCHOOLS, CALIF.

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THE SANTA CRUZ COUNTY PROGRAM FOR VOCATIONAL EDUCATION OF TRAINABLE MENTALLY HANDICAPPED STUDENTS IS OUTLINED IN TERMS OF THE STAFF AND ITS RESPONSIBILITIES. SAMPLE FORMS ARE ILLUSTRATED. A SECOND SECTION OF THE DOCUMENT PRESENTS INFORMATION TO ASSIST LOCAL SCHOOL SYSTEMS IN THE PREPARATION OF APPLICATIONS FOR A "VOCATIONAL EDUCATION WORK-STUDY PROJECT" UNDER THE VOCATIONAL EDUCATION ACT OF 1963 (P.L. 88-210). PROGRAM REQUIREMENTS AND PURPOSES, STUDENT ELIGIBILITY, EMPLOYMENT CONDITIONS, FUNDING, AND OTHER TOPICS ARE STIPULATED. DETAILED GUIDELINES FOR COMPLETION OF THE WORK-STUDY APPLICATION FORM AND THE BUDGET APPLICATION ARE PRESENTED, ALONG WITH A SAMPLE AGREEMENT BETWEEN CITY AND SCHOOL DISTRICT AND A SAMPLE APPLICATION FOR FUNDS. DETAILS ABOUT THE SANTA CRUZ COUNTY WORK-STUDY PROGRAM, ITS STUDENTS, WORK STATIONS, AND FINANCES ARE OUTLINED. (CG)

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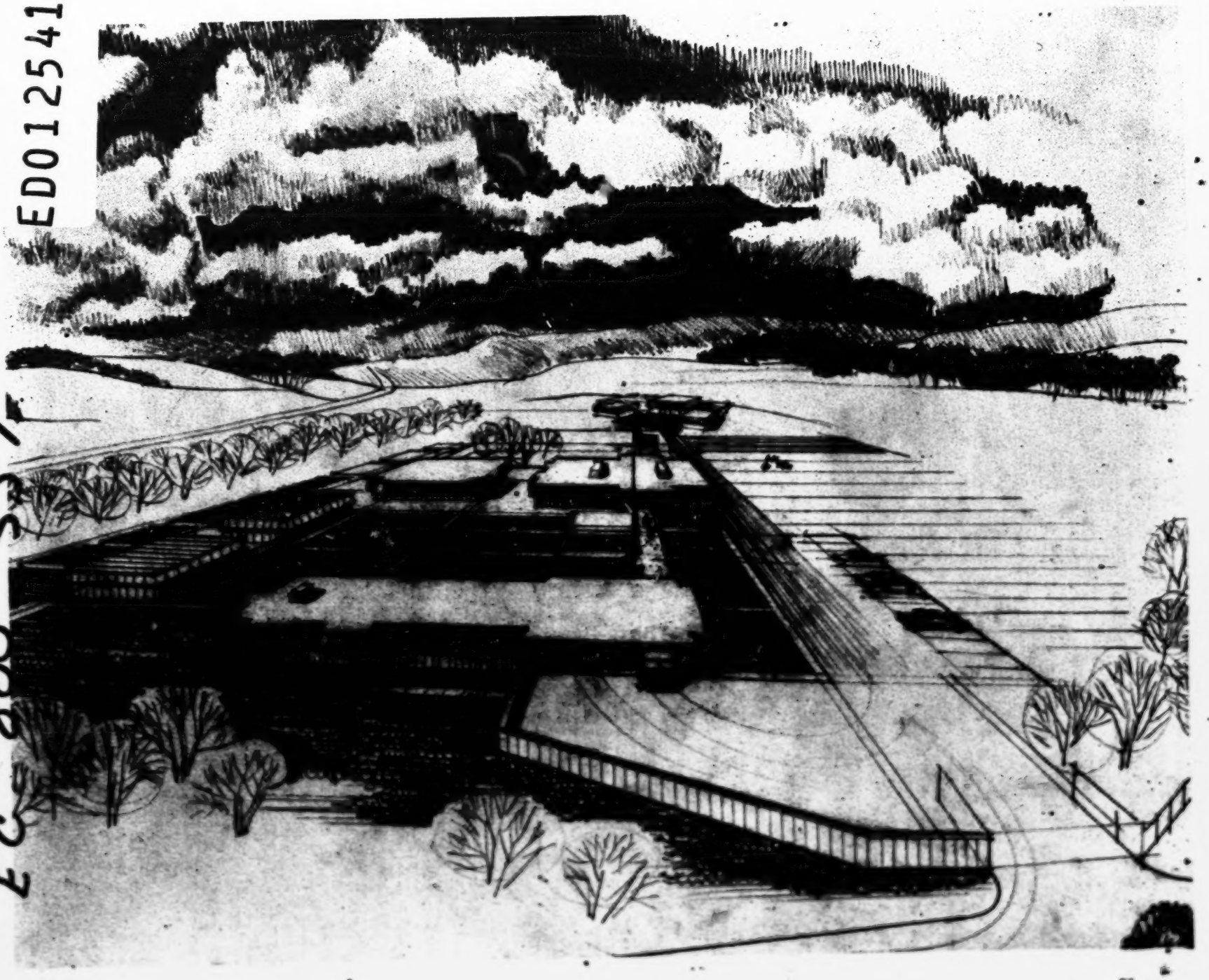

POLICY AND PROCEDURE FOR A VOCATIONAL EDUCATION WORK-STUDY PROGRAM FOR SEVERELY MENTALLY RETARDED PUPILS

July 1966

Office of Education
County of Santa Cruz
1010 Fair Avenue
Santa Cruz, California

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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VOCATIONAL EDUCATION PROJECT

STAFFING AND IMPLEMENTATION

1. Policy Statement

This policy statement is designed to implement the requirements of the work-study program under which severely mentally retarded students are employed. This program has been funded by the California State Department of Education under the provisions of the Vocational Education Act of 1963. The duties and responsibilities of all the personnel are included along with references to the appropiate sections in the State Guide and County Superintendent's Proposal. Because the source documents are included, the specific aspects of each area will not be reiterated in this section. Personnel assigned to a particular responsibility should research the appropriate sections of the source documents.

For ease of reference, the State Guide will be referred to as (S.G.) followed by a page and subject reference. The County Superintendent's Proposal will be referred to as (C.S.P.) and followed by a section reference.

These source documents are the contract between the County Office of Education and the State Department of Education, and as such, define the conditions under which we must operate.

2. County Superintendent

The County Superintendent provides leadership in the development of educational programs and ensures that any programs developed are in accordance with the provisions of all appropriate laws and regulations. He maintains liaison with the County Board of Education and makes necessary budget recommendations. In addition, the County Superintendent may contract with other educational agencies, such as the California State Department of Education, in order to obtain financial support for certain programs. The County Superintendent prepares project proposals, forwards them to appropriate agencies, and if approved, becomes the contracting agent for the project.

In addition, the County Superintendent is responsible for the general supervision of the program and the coordination of the various departments who contribute to the program. He also prepares and submits proper antidotal fiscal and statistical reports to the State Department of Education upon completion of the project.

3. Survey of Potential Need

In order to determine the extent of need for the work-study program, the Director of Special Education, in cooperation with the Director of Vocational Education, will survey the student body to determine possible need. This will be done with the context and intent of the law. (S.G., pg. 1, Purpose).

4. Identification of Eligible Students (S.G. pg. 1 Eligible Students, pg. 2, Determining Financial Need) (C.S.P. Sect. 2:21-2:27 Criteria Used to Determine Need; 2:4 Characteristics of Trainees).

Once a tentative list of potential eligible students is complied; the School Nurse and/or Vocational Rehabilitation Counselor will visit each student at his home to:

a) determine and report the extent of financial need
b) describe program to student and parents
c) determine and report parental and student attitudes toward program
d) obtain parental permission for enrollment in the program
e) obtain permission to deposit warrants in bank
f) inform parents and students of purpose of the program (S.G. pg. 1, Purpose)
g) explain safety, clothing, and equipment requirements
h) complete Form WS-5 on each student and submit to the Director of Special Education.

5. School Psychologist

The School Psychologist will provide supplementary reference data on each student in terms of the implications of the program relating to the mental capacity, aptitudes, and emotional stablity of the students.

6. Selection Committee

A Selection Committee, appointed by the Director of Special Education, (C.S.P. 2.4 Characteristics of Trainees) will review the materials indicated in Paragraphs 4 and 5 above and recommend enrollment of the students. This will be reported to the Director of Special Education on Form WS-1a.

7. Supervising Teachers

The supervising teachers will obtain and prepare the following documents on each student recommended under Paragraph 6 prior to his enrollment and forward them to the Business Manager who will file these forms in the business office:

a) Appointment form
b) W-4 (withholding statement) - (to be signed by pupil)
c) Social Security application - if student doesn't already have a number (pupil will submit card for verification)
d) Authority to deposit payroll (to be signed by parent and pupil)

8. School Nurse

The School Nurse will obtain or ensure that each student has completed the following and forward proper certification to the Director of Special Education:

a) x-ray report
b) physical examination (to be completed by family physician)

9. Director of Special Education

When the Director of Special Education is satisfied that the requirements of Paragraphs 4, 5, 6, 7, and 8 are met, including the completion of all forms, he will enroll the student in the program. (Note, no student can be enrolled until all forms, etc., are in).

10. Director of Special Education

The Director of Special Education will establish a personnel file on each student. (C.S.P. 3:5.5)

a) Report and forms of the School Nurse prepared in accordance with Paragraph 4
b) Report of the Staff Psychologist prepared in accordance with Paragraph 5
c) The forms prepared in accordance with Paragraph 6
d) Data on the date of birth - job description (C.S.P. 3.9.4) place of employment - supervisor (C.S.P. 3.7.5 - 1.4.3)
e) Record of student's hours and wages paid (C.S.P. 3.5.6 - WS-3)
f) Evaluations of student's work (C.S.P. 5.3.3) - WS-3

11. Business Manager

The Business Manager will forward all appropriate forms to the Director of Special Education, issue payroll numbers, draw warrants, maintain supporting documents, deposit warrants in the bank, issue work permits, ensure that all students are covered by Workmen's Compensation (S.G. pg. 4 Workmen's Compensation) (C.S.P. 3.7.6 - 3.1.6) perform proper accounting of funds, prepare and submit reimbursement claims (C.S.P. 3.5.1 through 3.5.8).

12. Vocational Rehabilitation Counselor

The Vocational Rehabilitation Counselor, in cooperation with the Director of Vocational Education, will identify and develop appropriate work stations. (S.G. pg. 4, Work Stations, pg. 3, Place for Employment) (C.S.P. 1.4.2 - 3:1 through 3.1.9 - 3.6 - 3.7.1 through 3.7.3).

13. Director of Special Education

The Director of Special Education, in cooperation with the Vocational Rehabilitation Counselor and the Director of Vocational Education, will select work station supervisors and supervising teachers (S.G., pg. 3, Employee Supervisors) (C.S.P. 3.4.1).

14. Supervising Teacher

The Supervising Teacher will:

a) Assign duties to students and prepare job descriptions (C.S.P. 3.9.4)
b) Maintain an accurate record of daily hours worked - time in - time out (C.S.P. 3.1.8) - WS-3
c) Prepare and submit to the Director of Special Education evaluations of student's work as of the last day of each month (C.S.P. 1.4.3 - 3.4.3) - WS-3
d) Prepare and submit to the Business Manager as of the 25th of each month a time sheet for each student (must be in County Office of Education by the last day of each month)
e) Ensure students work within the limits of the law (S.G., pg. 3, Limitations of Hours of Work)

15. Vocational Rehabiliation Counselor:

The Vocational Rehabiliation Counselor, in cooperation with the Director of Vocational Education, will:

a) Contact each supervising teacher monthly to ensure students are performing satisfactorily, (C.S.P. 1.4.3) and assist work supervisors with problem areas (C.S.P. 3.4.2)
b) Contact and establish work stations for placement of graduates (C.S.P. 2.3.1 - 2.3.2)
c) Maintain liaison with the employment service (C.S.P. 5.2.1) the Economic Opportunity Commission, Neighborhood Youth Corps., etc. (C.S.P. 5.2.2)
d) Prepare by the 15th of June an evaluation of the program including case histories, placement records, and other statistical data required by the California State Department of Education as a requisite for reimbursement of the program. (C.S.P. 5.3 - 1.4.3 - 1.4.2)
e) Report periodically to the Director of Special Education, who has been designated as the Rehabilitation Service Counselor
f) Visit and ensure that every work station is being operated in conjunction with the law
g) Provide the Director of Vocational Education on the 15th of June with appropriate names, addresses, etc., of students to be included in a county-wide follow-up program (C.S.P. 2.3.1)
h) Attend local and rehabiliation staff meetings.

16. Summary of Duties and Responsibilities

The following summary of duties and responsibilities is included. Along with the duties is a reference to the paragraph in this policy statement which concerns this area.

a) The County Superintendent will:

1. Provide leadership in project development
2. Prepare and submit appropriate projects to the State Department of Education
3. Act as the contract officer with the State Department of Education for the conduct of the program.
4. Ensure all programs are conducted in accordance with the law
5. Act as liaison officer to the County Board of Education
6. Establish appropriate budgets for the conduct of the project and request financial suppport from the County Board of Education
7. Be responsible for the general administration of the program including coordination of the various departments contributing to the project
8. Prepare and submit fiscal statistical and antidotal reports to the State Department of Education upon completion of the program.

b) The Director of Special Education will:

1. Be responsible for the general administration and supervision of the program
2. Survey potential need (3)
3. Appoint a student selection committee (6)
4. Establish and maintain a personnel file on each student (10)
5. Ensure all enrollment procedures have been completed (9)
6. Enroll students in the program (9)
7. Select work station supervisors on the recommendation of the staff (13)
8. Coordinate project activities with Department of Vocational Rehabiliation
9. Call and conduct weekly staff meetings

c. The Vocational Rehabiliation Counselor will:

1. Assist in the identification of students (4)
2. Assist in the identification of development of work stations (12)
3. Assist in the identification of work station supervisors (13)
4. Contact each work supervisor monthly (15)
5. Establish work stations for placement of graduates (15)
6. Maintain liaison with CSEO, NYC, EOA, etc. (15)
7. Prepare evaluations of the program (15)
8. Provide Director of Vocational Education with data necessary for follow-up (15)
9. Report to the Rehabilitation Project Coordinator

16. (Continued)

d) The School Nurse will:

1. Assist the project Psychologist in the identification and selection of students (4)
2. Prepare and forward to the Director of Special Education prior to enrollment in the program a report of x-ray and physical examinations (8)
3. Expedite medical and accident reports (11)

e) The Director of Vocational Education will:

1. Assist in the identification and/or development of work stations (12)
2. Assist in the selection of work supervisors (13)
3. Assist the Director of Special Education and Vocational Rehabiliation Counselor with the general supervision of the program (15)
4. Conduct a follow-up study (14)
5. Provide consultant help to all project personnel
6. Prepare for the County Superintendent the antidotal and statistical reports which accompany the reimbursement requests (16)

f) The Supervising Teacher will:

1. Prepare, prior to enrollment, all forms required and submit them to the Business Manager (7)
2. Ensure work stations are being conducted in compliance with state and local policy (14)
3. Submit monthly time sheets to the Business Manager (13)
4. Submit to the Director of Special Education a WS-3 monthly evaluation of each student's work (13)
5. Assign duties to students (13)
6. Be responsible for the supervision and safety of work study students assigned them
7. Enforce established curriculum

g) The Business Manager will:

1. Maintain payroll records (11)
2. Ensure all students are covered by Workmen's Compensation (11)
3. Deposit warrants in bank (11)
4. Issue work permits (11)
5. Submit reimbursement claims (11)

h) The School Psychologist will:

1. Assist in the selection of students (6)
2. Consult with project personnel.

WORK STUDY PROGRAM

OFFICE OF EDUCATION
SANTA CRUZ COUNTY
NORMAN S. LIEN, SUPERINTENDENT
SANTA CRUZ, CALIFORNIA

Pupil's Time Record

Pupil's Name_____

Work week from_____ to_____

Monday
Hours_____
Min. _____

Tuesday
Hours_____
Min. _____

Wednesday
Hours_____
Min. _____

Thursday
Hours_____
Min. _____

Friday
Hours_____
Min. _____

Total hours_____ Min._____
Rate of pay $_____
Total wages $_____

WS-1 2/66

OFFICE OF EDUCATION
SANTA CRUZ COUNTY
NORMAN S. LIEN, SUPERINTENDENT
SANTA CRUZ, CALIFORNIA

WORK STUDY PROGRAM

EXECUTIVE COMMITTEE APPROVAL

_____ has been approved by the Evaluation Committee on _____ (date) to be enrolled in the Work Study Program.

EXECUTIVE COMMITTEE:

_____ _____
Jack Wendt, Psychologist — Date

_____ _____
Tony Lo Bue — Date

_____ _____
Joann Anderson, Teacher — Date

_____ _____
Hildred Hubber, Nurse — Date

_____ _____
Larry Edler, Director of Vocational Education — Date

Date admitted _____

First day of employment _____

Employment terminated _____

Approved by: _____
Richard D. Struck, Director
Special Education and Guidance

Date _____

WS-1a 2/66

WORK STUDY PROGRAM

OFFICE OF EDUCATION
SANTA CRUZ COUNTY
NORMAN S. LIEN, SUPERINTENDENT
SANTA CRUZ, CALIFORNIA

Pupil's Daily Progress Report

Pupil's Name _____

Date	Daily Comments	Supervisor's Initials

WORK STUDY PROGRAM

OFFICE OF EDUCATION
SANTA CRUZ COUNTY
NORMAN S. LEEN, SUPERINTENDENT
SANTA CRUZ, CALIFORNIA

Pupil's Monthly Evaluation

Pupil's Name_____

Month from_____ to_____

Work station(s)_____

Location(s)_____

Position(s)_____

Total monthly hours worked_____ Rate of pay $_____ per_____

Total monthly wages earned - - - - - - - - - - - - $_____

Less deductions_____ _____
_____ _____
_____ _____
_____ _____ $_____

Take home pay - - - - - - - - - - - - - - - $_____

Station supervisor(s)_____

Performance for month:

Supervisor's signature_____ Date_____

Director's Signature_____ Date_____

WS-3 2/66

WORK STUDY PROGRAM

OFFICE OF EDUCATION
SANTA CRUZ COUNTY
NORMAN S. LIEN, SUPERINTENDENT
SANTA CRUZ, CALIFORNIA

To be checked daily by both the assistant matron and the matron.

Assistant Matron Personal Grooming Check List

Pupil's Name_____ Week from_____ to_____

	MONDAY	TUESDAY	WEDS.	THURSDAY	FRIDAY
BRUSH TEETH					
COMB HAIR					
TAKE BATH					
WEAR CLEAN UNDERWEAR					
WASH HAIR					
USE DEODORANT					

WS-4/ 2/66

OFFICE OF EDUCATION
SANTA CRUZ COUNTY
NORMAN S. LIEN, SUPERINTENDENT
SANTA CRUZ, CALIFORNIA

Pupil's Name_____

Birthdate_____Sex____Address_____

Parent or Guardian's name_____

Address if different from pupil's_____

Number of people in the home_____

Names_____

_____

_____

_____

_____

_____

Monthly income to the home

Name	Amount
	Total

I understand that_____ is being considered to participate in the County of Santa Cruz's Work Study Program for which he/she will be paid $45.00 per month for a maximum of two hours work a day. I declare that the above statements are true to the best of my knowledge.

_____
Signature

Date_____

_____
Relationship

WS-5 3/66

GUIDE FOR THE DEVELOPMENT OF A PROJECT APPLICATION

FOR

VOCATIONAL EDUCATION WORK-STUDY PROGRAM

UNDER

P.L. 88-210

Vocational Education Act of 1963

State of California
Department of Education
Vocational Education Section
Sacramento, California

Revised
February 1966

P R E F A C E

The purpose of this material is to assist local school districts in preparing an application for "Vocational Education Work-Study Project" under P.L. 88-210, the Vocational Education Act of 1963.

An Outline for a Vocational Education Work-Study Project has also been included in the general instructions for Applying for Assistance for Vocational Education Projects Under the Vocational Education Act of 1963. The contents of this guide refer to the various sections of that outline.

The statements included in the enclosed areas of each section are the requirements included in the suggested project outline. The additional information in each section is provided for the purpose of assisting local school districts in developing projects, and in no way is considered to be a requirement. The additional information has been provided by the Act, the U. S. Office of Education Rules and Regulations, communications from the Regional Office of the Office of Education, California's Plan for Vocational Education, and from the experience of school administrators and Coordinators of Work Experience Education programs in California High Schools and Junior Colleges.

Lawrence A. Edler
Director of Vocational Education
Santa Cruz County

Norman S. Lien
Superintendent of Schools
Santa Cruz County

STATE OF CALIFORNIA
DEPARTMENT OF EDUCATION
Vocational Education Section

SPECIAL BULLETIN ON WORK-STUDY (P.L. 88-210) DEVELOPMENTS
February 14, 1966

There have been a number of recent technical developments in the Work-Study phase of P.L. 88-210 that are of considerable importance to school districts that now--or will--participate in this aspect of the new Vocational Education Act. These developments are briefed as follows:

Summer Month Work-Study Employment

1. While California's 1965-66 allotment of Work-Study funds was more than two million dollars, only half of this amount has been requested by school districts.

2. It is possible to use our 1965-66 allocation for Work-Study programs conducted in July and August of the 1966-67 school year. Therefore, it is now possible for districts to apply for summer programs, and this can be done as follows:

   - For districts that already have a funded Work-Study program, a simple amendment will suffice.

   - For districts that do not have an existing Work-Study program, a formal application or project must be prepared and submitted.

3. The limitations of $45 per month and 15 hours per week will not apply during July and August. These limitations apply only during the academic year. Earnings during July and August will not jepardize the earnings of the same students who participate in the program for the remainder of the year.

4. With the exception of certain construction projects, the Work-Study funds are the only 1965-66 funds that will be extended for use into July and August of 1966-67. This means that all supportive costs such as supervision, Workmen's Compensation, and other costs normally classed as "ancillary," must be borne by the school district. None of the Work-Study funds can be used for anything other than student compensation.

5. For the summer months, Work-Study programs that use 1965-66 P.L. 88-210 funds, no matching will be required.

6. New applications--and amendments--should be made soon because if California's allotment is not soon committed, it should be returned the the U.S. Office of Education for use by other states. Applications should be made <u>immediately</u>!

7. The requirements for summer months employment are exactly as those that apply for any other employment under the P.L. 88-210 Work-Study program:

   - Students must be enrolled--or have been accepted for enrollment--as full-time students in a program of vocational education that meets the standards of the California State Plan for Vocational Education.

- The students must be in need of the earnings from such employment to commence or continue their vocational education programs.

- The students are at least 15 years of age and less than 21 years of age at the time of entry into the Work-Study.

Work-Study Programs for Next Year--1966-67

1. The present provisions of P.L. 88-210 require that local districts match Work-Study funds on the basis of "75% federal and 25% local"--and the 25% must be in actual dollars.

2. There is a move in Congress to amend this provision so that it corresponds to other federal "Work-Study" legislation, i.e., "90% federal--10% local" and the 10% matching may be "in kind."

3. Districts that submit Work-Study projects for 1966-67 are placed in an awkward position at this particular time because of this situation.

   It is suggested that the following alternatives should apply in this situation:

   - Districts may submit applications based upon the 75-25 matching basis with the knowledge that should matching requirements be changed, an automatic adjustment would apply to their projects.

   - Districts may submit applications on the 90%-10% basis with the contingency that if the law was not amended, the application would be withdrawn.

   - Districts may withhold making any application until the expected ammendments were made.

4. Due to this situation, the April 4 "due-date" for P.L. 88-210 projects will not be enforced for Work-Study proposals.

5. Nevertheless, districts are encouraged to submit Work-Study projects along with other proposals so that these can be easily and quickly processed when and if the matching arrangements are changed.

Workmen's Compensation Fund Insurance Premium

Mr. Kenneth Fulks, Superintendent of Underwriting, Sate Compensation Insurance Fund, has informed us that the Compensation Insurance and Fund premium rate for Work-Study students will be the same as that for other employees doing similar work. There is no minimum weekly earnings that the rate will be applied against--only the actual wages paid. For example: A Work-Study student earns $350 during the school year. If the rate for the type of work the student is doing is $.50 per $100 in wages, then the total premium for this student would amount to $1.75. School districts should contact the nearest office of the State Compensation Insurance Fund for further information relative to individual programs.

BASIC INFORMATION CONCERNING THE WORK-STUDY PROGRAM AS FUNDED UNDER P.L. 88-210

URPOSE:

The Work-Study program is designed to provide part-time employment for youths who need the earnings of such employment to continue their vocational education training on a full-time basis. Providing youth with the opportunity to earn funds is based on the premise that equality of educational opportunity becomes more of a reality when youth are financially able to attend school. The opportunity for part-time employment, while still in school, will be a key factor in helping many students to stay in school, and at the same time provide funds necessary for them to continue their vocational education training.

The Work-Study program should be differentiated from Vocational Work Experience Education which has as its purpose employment of students specifically within the occupations for which their courses in school are preparing them, the employment thus serving the function of a practical laboratory for reinforcing the in-school occupational education.

OCATIONAL DUCATION PROGRAM:

The Work-Study program shall provide employment only to young people who have been accepted for enrollment as full-time students who are enrolled in a vocational education program which meets the standards prescribed by the California Plan for Vocational Education.

.IGIBLE STUDENTS:

A Work-Study program shall provide employment, to the extent of available funds, only to a student who:

1. Has been accepted for enrollment as a full-time student and is in a vocational education program in the district which meets the standards included in the California Plan for Vocational Education;

2. Is in good standing and in full-time attendance;

3. Is in need of the earnings from such employment to commence or continue his vocational education program;

4. Is at least fifteen years of age and less than twenty-one years of age at the commencement of his employment; and,

5. Is capable, in the opinion of the appropriate school authorities, of maintaining good standing in his vocational education program while employed under the Work-Study program.

COORDINATION:

The success of the Work-Study program will be in direct relation to the type of Work-Study Coordinator employed. An energetic, capable, dedicated coordinator should be able to develop a good program. A coordinator must have sufficient time provided in his schedule to locate, develop, and negotiate work stations and to interview and refer qualified students for placement.

Consideration should be given to a ratio of 25-30 students per coordination hour.

PLACEMENT

Whenever possible, it is desirable to relate the Work-Study Program to the educational program of the students in vocational education. Students should be placed in jobs where their vocational competencies and interests can best be utilized.

STUDENT INFORMATION:

Priority will be accorded applications from local school districts serving communities having substantial numbers of youths who have dropped out of school, who are unemployed, or who are potential dropouts.

The following student information should be provided:

1. Total school average daily attendance;

2. Number of students enrolled in vocational education;

3. Number of vocational students with a financial need;

4. An estimate of the percent and number of youth between 15 and 21 who have dropped out of school and who are unemployed; and,

5. An estimate of the percent who drop out prior to graduation.

DETERMINING FINANCIAL NEED:

Determination of financial need should be judged in each case on its own merit by a school representative, considering such factors as:

1. Family income, occupation of person(s) supporting the family and the number of family members; and,

2. Amount of money needed for: clothing, carfare, lunches, some support for family, participation in school activities, personal necessities and school expenses.

A statement certifying need should be a part of the file of each student in the Work-Study program.

PLACE FOR EMPLOYMENT:

Employment under the Work-Study Program shall be for the local school district or for some other public agency or institution (Federal, State or local). This include activities such as:

Agricultural	Hospitals	Public Employment
Communications	Housing	Public Health
Courts	Libraries	Public Welfare
Education	Medical	Public Works
Engineering	Mental Institutions	Recreation
Fire Departments	Parks and Playgrounds	
Forestry	Police Departments	

Private nonprofit organizations or not-for-profit corporations are <u>not</u> authorized to serve as employers of work-study students under P.L. 88-210.

WRITTEN AGREEMENT:

Employment under Work-Study programs will be for the local school district or for some other public agency or institution (Federal, State, or local) pursuant to a written arrangement between the local school district and such other agency or institution.

EMPLOYER SUPERVISION ON THE JOB:

It is the responsibility of the employer to provide for adequate responsible adult supervision of work-study students on the job. The name of the job supervisor should be included in the student records at school.

LIMITATION OF HOURS OF WORK AND COMPENSATION:

No student will be employed more than fifteen hours in any week during which classes in which he is enrolled are in session, or for compensation which exceeds $45 per month or $350 per academic year or its equivalent, unless the student is attending a school which is not within reasonable commuting distance from his house, in which case his compensation may not exceed $60 per month or $500 per academic year or its equivalent.

The compensation limits of $45 per month and $350 per year or $60 per month and $500 per year pertain to the regular academic year. The academic year is defined as the period of nine or ten months during which regular classes are in session, as determined by the school district. Accordingly, there are no limitations on the amount of compensation an eligible student may earn during the summer, and such earnings do not affect the amount of compensation allowable during the academic year. However, a student would still be limited to 15 hours of employment per week while attending class on a full-time basis.

It is strongly recommended that all work-study students be compensated at least at the California Minimum Wage rate of $1.30 per hour.

WORK-STUDY MAY NOT SUPPLANT WORK:

Employment under such Work-Study program shall not supplant regular full-time or part-time employees in the schools, agencies, or institutions involved. The type of work the students will perform will in many cases be of an assistant aide level.

WORKMEN'S COMPENSATION INSURANCE:

It is the employer's responsibility to provide Workmen's Compensation Insurance to cover work-study students while employed on the Work-Study Program. For assistance on policy and premium procedures check with your local State Compensation Insurance Fund Office.

COMPLIANCE WITH LAWS AND REGULATIONS:

The Work-Study program will be conducted in compliance with Federal, State, and local laws and regulations, and in a manner not resulting in exploitation of such students.

WORK-STUDY STUDENTS ARE NOT FEDERAL EMPLOYEES:

Students employed in Work-Study programs shall not by reason of such employment, be deemed employees of the United States, or their work deemed Federal service, for any purpose.

WORK STATIONS:

The type of work the students will perform in many cases will be of an assistant or aide level, preferably based on a vocational skill learned in the vocational program. Under adult supervision students may logically perform many functional parts of a job which do not require complete job competency for a specific job title.

Numerous jobs are possible within the local school. Office trainees could work at such activities as answering the telephone, filing, typing, duplicating, record keeping, data processing, merchandising trainees could be placed in the school store or ticket sales; carpentry trainees could be placed in maintenance; health program trainees could be placed in public health services; home economics trainees could be placed in social welfare agencies or the food service area; and agriculture trainees could be placed in the park department or grounds maintenance.

Students on the Work-Study program should be expected to perform assigned tasks according to acceptable work standards. Provisions should be made for removing a student whose performance is not acceptable or who no longer qualifies for the program.

Work will not supplant regular employees.

FUNDING UNDER P.L. 88-210:

Compensation of students in Work-Study programs:

Work-Study funds may only be used for the payment of compensation to students employed in Work-Study programs which meet the requirements of the Act.

In the fiscal year 1965-66 Federal funds for Work-Study programs need not be matched by local funds. In fiscal years 1967-68, every three dollars of Federal funds must be matched by one dollar of local funds.

Reimbursement for coordination expenditures:

If the district is not able to provide work-study coordination services, it is possible that ancillary funds under the Act may be used for this purpose. Coordination expenditures provided from ancillary funds must be matched dollar for dollar from local funds.

MAINTENANCE OF EFFORT:

School districts must expend (from sources other than payments from Federal funds) for the employment of their students, whether or not in employment eligible for assistance under the VEA-63, an amount ~~that~~ is not less than their average annual expenditure for Work-Study programs of a similar character during the three fiscal years preceding the fiscal year in which this Work-Study program is approved.

ECONOMIC OPPORTUNITIES ACT OF 1964:

A local school district may participate in Work-Study under P.L. 88-210, Section 13, Neighborhood Youth Corps, Title I, B, and college Work-Study under Title I, C, of the Economic Opportunity Act of 1964. However, a student would not participate in more than one program at the same time.

ADDITIONAL INFORMATION:

Local school districts planning to prepare an application for a vocational Work-Study program under P.L. 88-210 may obtain from their Regional Supervisor, or the Sacramento office a "Guide for the Development of a Project Application."

SUBMITTING APPLICATIONS:

In preparing a project application, it may be desirable to request assistance from a Regional Supervisor of the State Department of Education. Four copies of the project application should be submitted to the Regional Office, where the request will be reviewed and transmitted to the State Department of Education offices in Sacramento for further processing.

COMPLETING THE NARRATIVE APPLICATION FOR A WORK-STUDY PROGRAM

The following information will serve as a guide with suggested comments that will be appropriate for a Work-Study application. The numbered paragraphs relate to the same numbers on Form VE-6, "Outline for Vocational Education Work-Study Project."

1. GENERAL INFORMATION

1.1 Purpose

> The application should include a statement of the purposes that a Work-Study program will serve in the school district.

The Work-Study program is designed to provide part-time employment for youths who need the earnings from such employment to continue their vocational training on a full-time basis. Providing youth with the opportunity to earn funds is based on the premise that equality of educational opportunity becomes more of a reality when youth are financially able to attend school. The opportunity for part-time employment while still in school no doubt will be a key factor in helping many students to stay in school, and at the same time provide funds necessary for them to continue their vocational education training.

1.2 Vocational Program of the District

> The application should include a very brief description of the vocational education programs offered in the school district, including any programs in the following areas:
>
> | | | |
> |---|---|---|
> | Agriculture | Home Economics | Technical |
> | Distribution | (wage earning only) | Trades & Industry |
> | Health | Office | Other |
>
> The application should indicate whether these vocational education programs are supported by Federal funds or are supported totally from local funds.

The Work-Study program shallprovide employment only to young people who have been accepted for enrollment as full-time students in a vocational education program which meets the standards prescribed by the California Plan for Vocational Education.

Geographic Area Served

> The application should define the area in which the Work-Study program will operate, and the area from which the school district will draw youth for the project.

Provide evidence of the number of youths who have dropped out of school or who are unemployed in Section 2.13.

1.3 Approximate Dates the Program Will Start and End

The application should indicate the approximate dates for starting and ending the program. This section should include a statement regarding the timetable for student enrollment and placement.

1.4 Coordination

The application should describe the provision for coordination of the Work-Study program and the qualifications and responsibilities of the Work-Study Coordinator. If this assignment is given to a Coordinator of Work Experience Education, the application should indicate the provisions for coordination time and responsibilities specifically designated to the Work-Study program.

Administrative Officer Responsible for the Work-Study Program

The application should indicate the administrator directly responsible for personnel assigned to coordinate the Work-Study program in the local school district.

Vocational Counseling

The application should indicate the nature and extent of vocational counseling services provided Work-Study students, including identification of vocational students in need of earnings, programming, counseling, and vocational appraisal.

2. STUDENT INFORMATION

2.1 Provide Student Data Including (indicate sources and dates):

2.11 Number of students enrolled in vocational education

The application should provide the number of full-time students enrolled in the vocational education programs of the school district that qualify under the California State Plan for Vocational Education.

Indicate the total school average daily attendance.

2.12 Number of vocational students with a financial need

The application should indicate the number of male and female vocational students in need of earnings from employment who are in the age range of 15 and 16, 17 and 18, and 19 and 20 years of age.

Employment under the Work-Study program shall be furnished only to a vocational student who is at least fifteen years of age and less than twenty-one years of age and who is in need of the earnings from such employment to commence or continue his vocational education program.

Provide the criteria used to determine financial need in Section 2.2.

2.13 Percent and number of youth between 15 and 21 who have dropped out of school and who are unemployed.

> The application should provide the percent and number of youth between 15 and 21 who are out of school and who are unemployed. An estimate should be made regarding the number of out-of-school youth between 15 and 21 who dropped out of school and are unemployed.

Priority will be accorded applications from local school districts serving communities having substantial number of youths who have dropped out of school or who are unemployed.

2.14 Percent who drop out prior to graduation.

> The application should provide an estimate of the percentage of youths who drop out of school in the district prior to graduation, for reasons other than transfer to another educational institution.

Factors used to determine dropouts or potential dropouts.

> The application should indicate the factors used to determine dropouts for reasons other than transfer to another educational institution, or to identify potential dropouts.

2.2 Criteria Used To Determine Financial Need.

> The application should specify the criteria used to determine the student's need of earnings from employment to commence or continue his vocational education program. A statement by a school representative certifying need should be part of the file of each student in the Work-Study program.

Employment under the Work-Study program shall be furnished only to a vocational student who is at least fifteen years of age and less than twenty-one years of age and who is in need of the earnings from such employment to commence or continue his vocational education program.

The following factors should be considered in determining need of earnings:

1. Determination of financial need should include consideration of family income and number of family members.

2. Any family receiving welfare assistance may be considered to be in financial need.

3. Financial assistance may be based on the amount of money need for: clothing, carfare, lunches, some support for family, participation in school activities, personal necessities, and school expenses.

Each case is to be judged on its own merit by a school representative considering such factors as listed above.

3. WORK STATION INFORMATION

3.1 Criteria Used to Approve Employers of Work-Study Students

The application should include a description of the criteria used to approve employers of Work-Study students.

In selecting and approving a work station for an individual pupil, the district should observe factors such as:

1. The employer knows of the intent and purpose of the Work-Study program.

2. The work station offers a reasonable probability of continuous employment for the pupil during the Work-Study period for which he is assigned.

3. The employer has adequate equipment, materials, and other facilities to provide an efficient work opportunity.

4. Overall desirable working conditions prevail which will not endanger the health, safety, welfare, or morals of the pupil.

5. The employer will provide adequate adult supervision.

6. The employer, as required by law, will provide adequate Workmen's Compensation Insurance, unless covered by the school.

7. The employer, whenever possible, will cooperate in making the placement of learning experience in the student's selected career area.

8. The work station is conveniently located to the school the student attends.

9. The employer will maintain accurate records and submit necessary reports of student work performance.

3.2 Kinds of Education or Other Public Agencies or Institutions Participating.

The application should include a description of the educational or other public agencies or institutions that will provide employment to Work-Study students.

Employment under the Work-Study program shall be for the local school district or for some other public agency or institution. This includes Federal, State, County, and local agencies, departments, commissions, authorities, related to activities such as:

1. Agricultural
2. Communications
3. Courts
4. Education
5. Engineering
6. Fire Departments
7. Forestry
8. Hospitals
9. Housing
10. Libraries
11. Medical
12. Mental Institutions
13. Parks & Playgrounds
14. Police Departments
15. Public Health
16. Public Welfare
17. Public Works
18. Recreation
19. Public Employment

Private nonprofit organizations or not-for-profit corporations are not authorized to serve as employers of Work-Study students under P.L. 88-210 (Vocational Education Act of 1963).

3.3 Written Agreement

When students are to be assigned work stations in public agencies or institutions other than the school district, the application should include a sample copy of the written agreement between the school district and the public agencies or institutions.

Employment under Work-Study programs will be for the local school district or for some other public agency or institutions (Federal, State, or local) pursuant to a written arrangement between the local school district and such other agency or institution. The written agreement should include, but need not be limited to, the following:

1. Eligibility of students participating in the program

2. Limitations on hours and compensation

3. Authorized place of employment and types of work

4. Coordination and supervision responsibilities of personnel

5. Reports

6. Provision for Workmen's Compensation Insurance

7. Work will not supplant present employees of participating agency or institution

8. In cases where work is performed for a Federal agency or institution, the written agreement between the local school district and the Federal agency or institution will state that students employed in Work-Study programs shall not by reason of such employment be deemed employees of the United States, or their service Federal service, for any purpose.

9. Such arrangements shall provide for the employment of students in conformity with Federal, State, and local laws and regulations and in a manner not resulting in exploitations of such students.

10. Cooperation in making the placement a learning experience in the student's selected career area.

A G R E E M E N T

THIS AGREEMENT, made and entered into this _____ day of _____, 19__, by and between the CITY OF_____, hereinafter referred to as "CITY" and the_____ SCHOOL DISTRICT, hereinafter called "DISTRICT."

W I T N E S S E T H

WHEREAS, it is the intention of the parties to take advantage of Federal Funds pursuant to Public Law 88-210, Federal Vocational Education Act of 1963, and

WHEREAS, DISTRICT has made application for Federal Funds and intends to use such funds as a work opportunity for participants qualified under law, and

WHEREAS, CITY desires to cooperate with DISTRICT by providing work opportunities.

NOW, THEREFORE, the parties agree as follows:

1. The parties agree to cooperate in carrying out a Work-Study Program.

2. DISTRICT agrees to refer to make available to CITY certain vocational students who are participating in the program, hereinafter referred to as participants. CITY will from time to time inform DISTRICT as to the number of participants required and will designate the times and places where participants shall report. It is anticipated that approximately _____ participants will be required.

3. CITY agrees to provide work to participants and, in so doing, to provide supervision, necessary equipment, materials, and tools.

4. Participants will be used to provide a service to the community, but participants will not be used by CITY to replace regular full-time employees of CITY or to be used in lieu of regular employees.

5. Participants shall be made available to CITY _____ hours per day, Monday through Friday of each week excluding holidays.

6. In carrying out its obligations under this agreement, CITY shall not discriminate against participants for reasons of the race, color or religious beliefs of participants.

7. CITY agrees to pay DISTRICT $_____ per hour per participant for actual participation under CITY supervision. CITY will do all necessary timekeeping for account purposes and DISTRICT will submit an invoice showing amounts due each month.

8. CITY shall have no responsibility to make payment of money to participants.

9. DISTRICT shall allow CITY a credit for all costs and expenditures on which CITY is entitled to a credit under Public Law _____. Such credit or credits shall be applied against amounts due DISTRICT under paragraph 7.

10. DISTRICT shall obtain and keep in force at all times during the term of this Agreement Workmen's Compensation Insurance covering all participants. Evidence of such insurance shall be submitted to CITY.

11. The term of this Agreement shall commence on the _____ day of_____, 19__ and shall run through the_____ day of _____, 19__.

12. It is understood the CITY'S liability for payments to DISTRICT under this Agreement shall not exceed the sum of ____(words and figures)_____ .

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their hands and seals the day and year in this Agreement first above written.

ATTEST:

_____
City Clerk

CITY OF_____, a Municipal Corporation,

By_____
City Manager
"City"

Approved as to form:

_____
City Attorney

_____SCHOOL DISTRICT

By_____

3.4 Supervision on the Job

The application should describe the provisions for supervising the student on the job.

It is the responsibility of the employer to provide for adequate, responsible adult supervision of work-study students on the job. The name of the job supervisor should be included in the student records at school.

This section does not refer to the work-study coordinator of the school district, but may include a statement regarding the relationship of responsibility between the on-the-job supervisor and the work-study coordinator. Include the work-study coordinator responsibilities in Section 1.4.

3.5 Compensation Policies and Procedures

The application should describe the policies and procedures for compensation of students employed on the work-study program.

The work-study program shall provide that no student shall be employed during the school year for compensation which exceeds $45 per month or $350 per academic year or its equivalent, unless the student is attending a school which is not within reasonable commuting distance from his house, in which case his compensation may not exceed $60 per month or $500 per academic year or its equivalent. There is no limitation on earnings during the summer months.

The allowable hours of work for the commuting student would be 11½ hours per week and 8½ hours for the regular student if computed on the basis of the $1.30 California mimimum wage for minors under 18 years of age.

Wages should be paid on a regular basis, as determined by the local school district. Complete work records should be maintained by the employing school, agency, or institution for each student.

A record of student hours and wages paid should be included in the work-study coordinator's file for each student. California law requires that wage-hour records be kept on file for one year, while the Federal Wage-Hour law requires retention for three years.

Compensation to students employed under Section 13 of the Vocational Education Act of 1963, should be supported by cancelled individual checks drawn to their order.

Vouchers should support disbursements and contain a certification by the local school district that students worked the number of hours stated.

The conditions of employment should specify whether or not the work-study students are eligible for sick leave, vacation leave, hospital insurance and retirement benefits in addition to their compensation.

Where the work-study students are employed by a public agency or institution, other than the local school district, state whether their pay will come to them directly from the local school district or be channeled through the employing agency or institution.

Workmen's Compensation Insurance

The application should include a statement regarding the employer's responsibility to provide workmen's compensation insurance and the provision made for premium payment.

The premium rate will be the same as for other employees in the same department doing similar work. An endorsement to the district's policy should be requested from the Workmen's Compensation Insurance Fund in San Francisco when the project is funded by the Vocational Education Act.

Hours of Work

The application should specify the number of hours of work permitted under work-study, and that the total hours of school and work will not exceed the number of hours permissible under State and/or Federal law for the particular age group involved.

The work-study program shall provide that no student shall be employed under such work-study program for more than fifteen hours in any week in which classes in which he is enrolled are in session.

It should be noted that compensation at the California minimum wage for minors under 18 years of age of $1.30 per hour will allow 34 hours work per month, or 8½ hours per week, and 11½ hours per week for the commuting student.

3.6 Statement Regarding Not Supplanting Regular Full-Time Employees

The application should include a statement that employment under such work-study program shall not supplant present regular full-time and part-time employees in the schools, agencies, or institutions involved.

3.7 Federal, State, and Local Laws and Regulations

The application should include a statement that the work-study program will be conducted in compliance with Federal, State and local laws and regulations.

Compliance with Laws and Regulations - Federal, State, and Local

Employment of work-study students shall be performed under conditions which are in conformity with Federal, State, and local laws and regulations and in a manner not resulting in exploitation of students.

Following are the basic provisions of California laws relating to the employment of minors under 18 years of age other than agriculture or domestic service in private homes. California law applies to all employment within the State. Where both state and local laws apply, the higher standards prevail.

Work Permits are required under California law for minors under 18 years of age. Permits are issued by the local school district and must be kept on file by the employer and returned to the permit-issuing authority within five days after termination of the minor's employment. Permits may be cancelled by the permit-issuing authority or by the Labor Commissioner if it is found that the permits are being improperly used.

Hazardous occupations are designated by state law and by orders of the Labor Commissioner, and minors under 16 years of age are excluded from employment in such jobs.

Hours of Employment, under state law, are regulated for all minors under 18. The maximum combined work and school time permitted is 8 hours per day. Minors may not work more than 6 days or 48 hours per week.

Work must be performed within a spread of 13 hours, and may not be performed after 10:00 p.m. or before 5:00 a.m.

Minimum Wage Orders of the California Industrial Welfare Commission apply to minors under 18. Under current orders the minimum is $1.30 per hour.

Records must be kept by the employer designating each minor under 18 as such, and giving his address and birth date. Payroll records must show the total hours worked in each pay period and the total wages paid. Daily time records must be kept showing the time in and the time out, and the working schedule of each minor under 18 must be posted at the place where he works.

Workmen's Compensation Insurance policies carried by the employer cover minor employees as well as adults, but if a minor is injured while being employed illegally, the employer is subject to a penalty of an additional 50% of any compensation award made, and the penalty is not covered by the insurance.

More detailed information relative to the provisions of state law may be obtained from offices of the State Labor Commissioner.

3.8 Statement That Work-Study Students Are Not Federal Employees

The application should specify that students employed in work-study programs shall not, by reason of such employment, be deemed employees of the United States, or their work deemed Federal service, for any purpose.

3.8 Job Descriptions and Work Standards

The application should include a partial list of job areas to be included in the work-study project which includes a job description and the worker specifications for the jobs included in the project.

The application should include a statement about the work standards expected of work-study students.

Whenever possible, it is desirable to relate the work-study program to the educational program of the students in vocational education. Students should be placed in jobs where their vocational competencies and interests can best be utilized. Through careful consideration of the possibilities for work opportunities, there should emerge a whole series of work-study job placements related to the students' educational program.

The type of work the students will perform in many cases will be of an assistant or aide level, preferably based on a vocational skill learned in the vocational program. Under adult supervision students may logically perform many functional parts of a job which do not require complete job competency for a specific job title.

Numerous jobs are possible within the local school. Office trainees could work at such activities as answering the telephone, filing, typing, duplicating, record keeping; merchandising trainees could be placed in the school store or ticket sales; carpentry trainees could be placed in maintenance; health program students in public health agencies; home economics students in social welfare agencies or the food service area; agriculture students in the park department or grounds maintenance; data processing students in the business office.

A partial list of job areas is as follows:

1. Education

    a. School office including typing, filing, duplication, recording

    b. School store including sales and stock, display and advertising

    c. School maintenance including building and grounds

    d. Food services

    e. Medical services

    f. Teacher aide

    g. Library

    h. Guidance services

i. Audio-visual

j. Research, statistical, and survey

2. Public Agency or Institution

a. Receptionist

b. Cafeteria assistant

c. Laboratory assistant

d. Audio-visual equipment operator

e. Recreation worker

f. Repairman

g. Child care worker

h. Duplicating machine operator

i. Grounds maintenance

j. Building maintenance

k. Business machines operator

l. Drafting trainee

m. Radio communications

n. Testing agricultural products

4. Financial Information

4.1 Amount of Proposed Expenditures to Compensate Students

The application should indicate the estimate of the number of eligible students and the total amount needed for compensation of their employment on work-study jobs.

4.11 Number of students who will probably earn $45 per month or less but not more than $350 during the school year _____

Estimated funds needed to pay these students $_____

4.12 Number of students who will probably earn $60 per month but not more than $500 during the school year _____

Estimated funds needed to pay these students $_____

4.13 Number of students who will be employed during the summer months _____

Estimated funds needed to pay these students $_____

4.2 Prior District Expenditures for Work-Study Programs

The application should indicate the amount of district funds expended for employment of students during the three previous fiscal years, or a policy statement by the district that students employed under the VEA work-study program will not replace regular full-time and part-time employees of the district.

COMPLETING THE BUDGET APPLICATION FOR A WORK-STUDY PROGRAM

The following information will serve as a guide for completing Form VE-2. "Proposed Expenditures for Vocational Education."

4.6 Other (Work-Study Program)

4.61 Work-study coordination expenditures should be listed on this line. If the district is not able to provide coordination services entirely out of local funds, it is possible that "ancillary" funds under the Act may be used for this purpose.

4.62 Other expenditures for a work-study program such as Workmen's Compensation Fund premiums and office supplies should be listed on this line.

Subtotal: The subtotal under Item 4.6 should show local funds of not less than the VEA 1963 funds requested. The amounts listed on this line should also be shown on Line 3.6.

4.7 Work-Study

4.71 Student compensation amounts should be shown on this line. Programs for July and August of 1966, if they are funded prior to June 30, 1966, may request total compensation of work-study student wages from VEA '63. Programs funded after June 30, 1966, and all programs paying work-study student wages after August 31, 1966 may request three dollars from VEA '63 for every one dollar of local funds to be expended for work-study student wages. (This requirement may be changed later through amendment of the Act.) The amounts listed on this line should also be shown on Line 3.7.

4.8 Total Expenditures

This line should show the total funds to be expended for the work-study program. The amounts listed on this line should also be shown on Line 3.8.

NOTE: A detail page explaining how the amounts shown on the budget pages were computed should be attached to the budget.

California State
Department of Education
Form VE-1 (Rev. 2/66)

IV

VOCATIONAL EDUCATION PROJECT
APPLICATION FOR FUNDS

Under the

VOCATIONAL EDUCATION ACT OF 1963
P.L. 88-210

School Year 1966-1967

School District Santa Cruz County Office of Education

School Special Training Farm

Address 1010 Fair Avenue, Santa Cruz, California

Project Title Work Study Program for Severely Mentally Retarded Youth

A. The attached descriptive and fiscal information is a firm request for assistance from funds available through the Vocational Education Act of 1963, Public Law 88-210. This application is consistent with the purposes of the Act and with the provisions of the California Plan for Vocational Education.

B. The assurance of compliance with Title VI of the Civil Rights Act of 1964, dated February (Month) 18 (Day) 1966 (Year), applies to this application.

C. Contact person for this project is:

Name Richard D. Struck Title Director of Special Education & Guidance

Phone 408,426-5121, Ext.221

Signature _____ Date _____
Superintendent or Designate

California State
Department of Education
Form VE-2 (Rev. 2/66)

STATE USE ONLY
School Code

Vocational Education Program

___Agriculture	___Technical
___Distribution	___Trades & Industry
___Home Economics	___Guidance
___Health	___Multiple
___Office	___Work-Study

PROPOSED EXPENDITURES FOR VOCATIONAL EDUCATION
School Year 1966-1967

1.0 School District Santa Cruz County Office of Education

School Special Training Farm County Santa Cruz

Mailing Address 1010 Fair Avenue, Santa Cruz, California

2.0 Project Title Work Study Program for Severely Mentally Retarded Youth

3.0 Proposed Expenditure by Matching Purpose (1) (Round to the closest dollar.)

	TOTAL	LOCAL	VEA '63
3.1 Vocational education for persons in high school			
3.2 Vocational education for other persons available for full-time study			
3.3 Vocational education for persons already in the labor market			
3.4 Vocational education for persons with special needs			
3.5 Construction of area vocational education school facilities			
3.6 Vocational education ancillary services (2)			
3.7 Work-Study Program (2)	$5,250	$1,313	$3,937
3.8 Total Expenditures	$5,250	$1,313	$3,937

(1) Include only amounts which can be considered as expenditures for the 1966-67 school year under the laws, rules and regulations and account procedures applicable to the applying agency.

(2) See definitions

4.0 Proposed Expenditures by Classes of Expenditure (3) (Round to the closest dollar.)

	TOTAL	LOCAL	VEA '63
4.1 Administration of Vocational Education			
4.11 Salaries of directors or coordinators			
4.12 Other (Explain)			
Subtotal			
4.2 Instruction			
4.21 Salaries of supervisors (4)	$1,350	$1,350	
4.22 Salaries of teachers (4) (5)			
4.23 Salaries of clerical & other (4)	310	310	
4.24 Reference & textbooks			
4.25 Instructional supplies			
4.26 Other (Explain)	412	412	
Subtotal	$2,072	$2,072	
4.3 Maintenance of Instructional Equipment			
4.31 Salaries (4)			
4.32 Other (Explain)			
Subtotal			

(3) Attach budget back-up as required in Section VIII 2, page 9.

(4) Salaries may include employer's share of employees' benefits.

(5) VEA funds requested may not exceed 25 percent of total salaries for teachers.

Form VE-2 (Cont'd.)

	TOTAL	LOCAL	VEA '63
4.4 Fixed charges			
4.41 Insurance			
4.42 Rental of land and buildings			
4.43 Other (Explain)			
Subtotal			
4.5 Capital Outlay			
4.51 Sites			
4.52 Improvement of sites			
4.53 Buildings			
4.54 Major equipment (6) (Unit cost over $100)			
4.55 Minor equipment			
4.56 Other (Explain)			
Subtotal			
4.6 Other (Explain)			
4.61 Salaries			
4.62 Other (Explain)			
Subtotal			
4.7 Work-Study			
4.71 Student compensation	$5,250	$1,313	$3,937
Subtotal	5,250	1,313	3,937
4.8 Total expenditures	7,322	3,385	3,937

(6) Attach an itemized list of all major equipment in 4.54. Refer to California School Accounting Manual.

EXPLANATION OF EXPENDITURES

3.7	Work Study	
	15 students @ $45.00 per month or 1 academic year @ $350.00 x 15 students =	$5,250.00
4.2**	Salary of Coordinators 10% of $13,500.00	1,350.00
	Clerical - 10% of one secretary @ $2.20 per hour	310.00
	Other - Workmen's Compensation for students estimated $.52 per week per student, $.52 x 40 x 15	312.00
	Fixed charges - estimated cost per employee per year for Workmen's Compensation, employer benefits, retirement, etc., @ 10%	100.00

** No matching funds requested

VE-3 (Cont'd.)

1.0 GENERAL INFORMATION

1.1 The purpose of this project is to provide part-time supervised employment for severely mentally retarded youth of Santa Cruz County who are enrolled in a vocational ornamental horticulture course in conjunction with the occupational training program of the Santa Cruz County Office of Education. By providing these children with work experience at the secondary level in conjunction with vocatioma l training, their retainability in school can be greatly enhanced.

1.2 Description of vocational program of the County Office of Education

1.21 Santa Cruz County Office of Education maintains special classes for severely mentally retarded pupils with an average attendance of eighty-seven.

1.22 A vocational program in ornamental horticulture has been approved under the Vocational Education Act of 1963, and is being conducted at the farm run by the County Office of Education for severely mentally retarded children.

1.23 The County Office of Education operates a vocational work experience program approved by the Bureau of Special Education, State Department of Education, a Vocational Education Act approved work study program, an approved vocational materials and counseling center, a vocational guidance counselor is provided and in-service education is given vocational teachers.

1.24 The continued expansion of theprogram is planned and applications for assistance will be made for the school year 1967-68.

1.3 The approximate dates for starting and ending the program are:

School year 1966-67

1.4 Description of the provisions for coordination of the work study program, qualifications and responsibilities of persons assigned, and methods and techniques for evaluating the program.

1.41 Coordination of the work study program will be under the direction of Richard Struck, County Director of Special Education,[1] and Lawrence Edler, County Director of Vocational Education. It is projected that approximately one tenth of Mr. Struck's time will be devoted to this function. No estimate is made of the amount of time Mr. Edler will spend, but he will be available as needed.

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[1] For Mr. Struck's qualifications, See Appendix A

1.42 Responsibilities of the coordinator will include: organizational and promotional activities that are necessary to establish a work-study program in the local public schools and in the public agencies of the community which include several state parks. Promotional activities will also be developed within the ornamental industry itself. The coordinator will develop activities that will assist in establishing work stations, prepare job descriptions of approved jobs, prepare work specifications of the approved jobs and publicize favorability of the jobs. He will arrange necessary program changes and scheduling through the counseling staff at the farm. He will insure that there is strict adherence to state, federal and local laws in the operation of the program.

1.43 Methods and techniques for evaluating the program. The coordinator will continue to contact each employer or supervisor at least once a month to determine that satisfactory work is being performed by the work-study students and that the students in no way are being exploited.

Conferences will be held with individual students and other personnel concerning job performance, problems, or recommendations for the improvement of conditions or to determine if satisfactory progress is being made.

Files on each work-study trainee will be established, maintained and kept current through interviews, questionnaires and evaluations of accomplishments.

Reports of the progress of the program will be made through the vocational ornamental horticulture teacher and staff as a means of further strengthening and improving the program. Evaluations will also be made of the supervision of the work-study stations and appropriate action will be taken if indicated.

At the conclusion of the program, an evaluation will be made of each job through interviewing and supervisors involved.

2.0 STUDENT INFORMATION

2.1 Provide student data including:

2.11 Of the eighty-seven students in the program, twenty-one full-time severely mentally retarded students are enrolled in a vocational education program of the county that qualified as an approved California State Plan for Vocational Education. (These students represent only those who are in the training program conducted by the County Superintendent of Schools. Students in district vocational programs within the county are not counted.)

2.12 Number of vocational students with a financial need as of October 1, 1965: school records indicate that approximately six girls and nine boys (severely mentally retarded) required financial assistance in order to continue in school.

2.13 Percent and number of youth between ages of fifteen and twenty-one who have dropped out of school and are employed: dropout data regarding special education programs is unavailable as these programs encompass the entire county and any dropouts, as such, would be included in the dropout figures of the individual school districts. It would be an impossibility to identify the special education students from these general statistics.

2.14 See previous section.

2.2 Criteria used to determine financial need:

2.21 Students from any family receiving welfare assistance will be accepted.

2.22 Family income, occupation of persons supporting the family, and the number of family members will be used for evaluating need.

2.23 Any student receiving aid to needy children will be accepted.

2.24 Any student receiving aid to totally disabled children will be accepted.

2.25 The amount of money needed for clothing, carfare, lunches, and some support for family participation in school activities, personal necessities and school expenses will be considered.

2.26 A statement certifying the need will be a part of the file of each student in the work-study program.

2.27 Welfare funds currently being provided the pupil or his family will not be reduced due to the income earned by the pupil under this program.

2.3 Placement and follow-up

2.31 Santa Cruz County has been selected as one of the counties in the state to be assigned a counselor for handicapped children by the Department of Vocational Rehabilitation. The major responsibility for placement and follow-up will be in the hands of this worker assisted by the farm representative of the California Department of Labor. The present pilot project (mentioned under 1.0) is an approved State Department of Education occupational training program. The proposed work-study project will be an extension of this program and extend the previously funded work-study program.

2.32 The Special Training Staff in addition to the representative of the Department of Labor and the counselor from the Department of Vocational Rehabilitation will develop the follow-up program so as to insure the continuity of the training aspects of this project in terms of the skills required by the industry. Trainees who are unsuccessful will be evaluated in terms of the objectives of the program with a view toward improving or adjusting the training program to meet individual needs

A county-wide follow-up study is funded under the provisions of the Vocational Education Act. This program will be used to follow-up all the students in the county for a five-year period. The students involved in this program will also be followed.

Release time will be provided the coordinator of the program in order for him to work with the advisory committee, locate job stations and place the students.

2.4 Characteristics of Trainees

The pupils to be enrolled in this project will be severely mentally retarded boys and girls with I.Q. ranges from 30 to 55. The age range will be fifteen to twenty-one. Before being enrolled, two items will be considered: (1) whether they have proved themselves to be good candidates based on the basic curriculum adopted by the County Board of Education for these pupils, and (2) the recommendations of the staff.

3.0 WORK STATION INFORMATION

3.1 Criterion used in approved work stations

3.11 The employer knows and understands the intent and purpose of the work-study program.

3.12 The work station has adequate adult supervision.

3.13 There is adequate equipment and facilities to provide an effective work station.

3.14 The work station shows reasonable assurance of continuous employment for the student during the period of the program.

3.15 Adequate Workmen's Compensation Insurance is provided.

3.16 Working conditions will not endanger the health, safety, welfare or mentality of the student.

3.17 The work station be within reasonable proximity of the classes of the student so that he can get to the station in a reasonable length of time.

3.18 The work station supervisor will maintain adequate records.

3.19 The work station supervisor will assist in placement upon completion of the program.

3.2 Kinds of Education or Other Agencies Participating

Mr. Ray Barton, District Administrator, State Department of Vocational Rehabilitation, and Mr. Bremmer, Farm Placement Representative, State Department of Employment, have agreed to assist the Santa Cruz County Office of Education with this project.

3.3 Written Agreement

Starting January, 1966, this program will be limited to work stations within the Santa Cruz County Office of Education and no written agreement is necessary.

3.4 Supervision on the job

3.41 Each work station shall be under the supervision of certified or classified adult employees of the County Superintendent of Schools.

3.42 The vocational coordinator and county director of vocational education shall work with the station supervisor in whatever capacity is necessary.

3.43 The station supervisor will be required to make a monthly evaluation of the student's progress.

3.44 See 1.43

3.5 Compensation policies and procedures

3.51 The rate of pay will be $1.30 per hour.

3.52 Ten hours per week shall be the work week for a regular student.

3.53 The maximum wages allowable for a student shall be $45 per month or $350 per academic year.

3.54 Wages will be paid on a regular basis as determined by the County Office of Education.

3.55 Complete records will be maintained by the County Office of Education.

3.56 A record of student hours and wages paid will be maintained in each student's file.

3.57 Compensation to students employed under the project (Section 13 of the VEA of 1963) will be supported by cancelled individual checks drawn to their order.

3.58 Vouchers will support disbursements and contain certification by the County Office of Education concerning the number of hours the student worked.

3.59 Conditions of employment will not include sick leave benefits, vaction leave, hospital insurance or retirement benefits, but will include Workmen's Compensation.

3.510 Total number of hours of school and work will not exceed that permitted under state and federal law for the particular age group.

3.6 Employment under this work-study program will not supplant present employees who ordinarily perform such work in the agencies or institutions involved.

3.7 Provision to insure that applicable federal, state and local regulations are followed.

3.71 The work-study program will be conducted in compliance with federal, state and local laws in such a manner that students will not be exploited.

3.72 No minors, under age of sixteen, will be allowed in any hazardous occupation as defined by the state law and labor commission.

3.73 No minor, under age of eighteen, will be allowed to combine work-study and school for more than eight hours in one school day.

3.74 Work permits will be required for all students employed where work permits are required by state law.

3.75 Records on each minor under age eighteen will be maintained, showing date of birth, total hours worked each day, total wages earned, daily time records showing time in and out. A work schedule for each minor will be posted in his place of employment.

3.76 All Workmen's Compensation Insurance regulations will be met.

3.8 No student employed in the work-study program shall by reason of employment be deemed employees of the U.S. or work be deemd federal service for any purpose.

3.9 Job description and work standards.

3.91 All work stations will be on the farm operated by the County Superintendent of Schools.

3.92 The work stations will consist of an assistant or helper level under adult supervision.

3.93 Work stations will be tied as closely as possible to the approved vocational ornamental horticulture program.

VE-3 (Cont'd.)

3.94 Job descriptions will be developed and will include:

job title
school or department
name of supervisor
job description (specific duties)
education or training required
personal qualifications required
days and hours needed

4.0 FINANCIAL INFORMATION

4.1 Amount of proposed expenses to compensate students:

15 students @ $350 per academic year = $5,250

4.2 Total amount of proposed expenditures for coordination

Salary of coordinator - 10% of $13,500	$1,350
Clerical - 10% of one secretary @ $2.20 per hour	310
Fixed charges - estimated cost per employee per year for employer benefits, retirement, Workmen's Compensation, etc. @ 10%	100

4.3 Workmen's Compensation for students - estimated .52 per week per student, .52 x 15 x 40 = 312

4.4 Business procedures

The accounting procedures used for both certificated and classified employees of the County Office of Education are set forth by school board policy in the School Accounting Manual of the State of California. See Section 3.5 for additional details.

5.0 OTHER INFORMATION

5.1 School district experience in providing in-school employment programs.

5.11 The County Office of Education has assisted in placement of the students under the Economic Opportunity Act.

5.12 The County Office of Education has assisted in placement of students in work experience programs in the San Lorenzo Valley Unified District, Santa Cruz City Schools District and the Pajaro Valley Unified District.

5.13 A funded work experience coordination and a work-study project is presently in effect in the county.

5.14 Factors to be considered in the establishment of work stations include, but are not limited to:

a. Is the work station appropriate to the ultimate vocational objectives of the student.

b. Will the work station assignment be of sufficient duration to develop the necessary competence to qualify the student for employment upon completion.

c. Is an organized education program evident.

5.15 Supervision of the work-study program will be done by Mr. Struck, the Work Study Coordinator, and by the County Director of Vocational Education.

5.16 See Section 3.7

5.17 Coordination between all the teachers involved in the special education program as a whole, and with the vocational ornamental horticulture program specifically, will be maintained to insure that the work experience is an integrated part of the total educational program.

5.2 Other youth employment programs

5.21 Vocational coordinator maintains the liaison with the California Department of Employment.

5.22 Vocational coordinator maintains liaison with the E.O.A. and has placed other special education students in a Neighborhood Youth Corps program.

5.3 Reports

5.31 A summary of the program's accomplishments will be made and maintained in the County Office of Education.

5.32 An evaluation will be made in terms of the objectives of the program.

5.33 Case histories, photographic illustrations and other pertinent information of research or educational value will be compiled.

5.34 All documents, records and research reports will be maintained and filed in the County Office of Education.